

MINUTES FOR BLS-ADR COMMITTEE MEETING
JUNE 30, 2005

Attendees (By Phone Only)

Eleanor Barr
Michael Carbone
Jane Garzilli
Susan Keenberg
Andy Kim
Carol Medof
Ken Weinman

The Annual Conference

1. The Committee discussed its involvement in the annual conference. On Thursday, September 8, 2005, four committee members will be giving a program on drafting ADR clauses entitled: One Size Doesn't Fit All: A Business Attorney's Guide to Negotiating the Fine Points of ADR Clauses. On Friday, September 9, 2005, from 9:30-11:30 am the Committee will have an open meeting at the annual conference. On Friday evening (5:30pm-7:30pm), the Committee will host a reception that is open to everyone.
2. The Committee discussed ways to advertise both the open meeting and the reception. It shall send invitations to the members on its list serves. Other possible ideas include preparing an invitation to be given to all conference attendees when they register; sending an e-mail invitation to registrants; preparing some signs to post at the conference; personally passing out invitations at the conference.
3. In light of one of the Committee's goals – to educate business attorneys about ADR – the Committee discussed preparing a small laminated card that listed the benefits of ADR to be passed out to attendees. Jane Garzilli is preparing the card. The Committee also discussed bringing ADR articles posted on the Committee's website to pass out to attendees.
4. The Committee is encouraging its members to attend the annual conference.

Committee Organization

5. The Committee co-chairs appointed Susan Keenberg to be the vice-chair of the Committee next year. Susan has made valuable contributions this past year in many areas, including her monthly ADR-related legislative updates and her hard work in preparing for the events at the annual conference.
6. Mike Carbone reported on the Committee's website revisions. Mike will ask whether member photos may be included in the members' bios.
7. The May minutes were approved by the Committee.